

Web-Based Time and Attendance Distribution System

TOPIC: Advanced Sick Leave Request & Approval Recommendation Process

Where: Employee Leave Balance Page

Who: Employee or Initiator (POC, Approver, NSSC HR) and Approver

When: Anytime during pay period

Purpose:

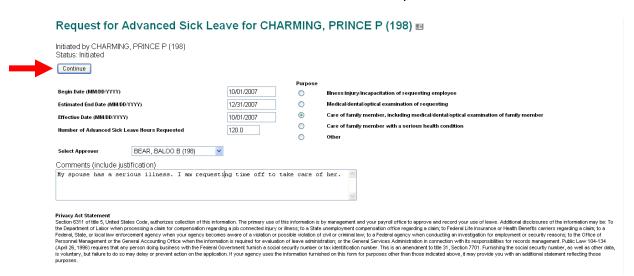
An employee may request a sick leave advance to cover a medical emergency for themselves or a family member (up to 240 hours). These hours may vary depending on employee's duty status. Appropriate medical documentation must be submitted to the NASA Shared Service Center (NSSC) Human Resource (HR) Office.

Request Procedure:

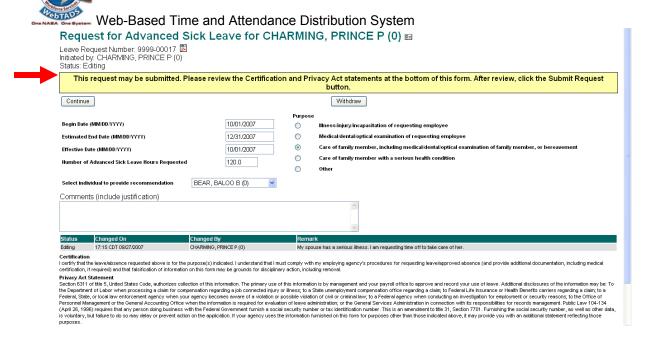
 From the employee Leave Balance page, click on the Create Request for Advanced Sick Leave link



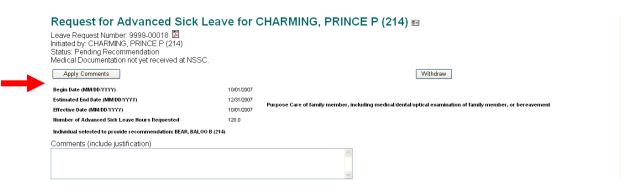
2. All fields are required, including justification. Select individual to provide recommendation from the list available. After completion click CONTINUE



3. If errors are applicable, they will be displayed at the top of the screen. The SUBMIT REQUEST button will not be available until all errors are corrected. If necessary, correct errors and click CONTINUE. Review information for accuracy, read the certification and privacy act statements, and then click SUBMIT REQUEST (located beneath the privacy act statement). The user will receive an email after the request is submitted



4. After submitting the request, the user is returned to the request form. At this point, the request can be withdrawn or comments can be applied to the request. To apply comments, type within the Comments section of the request; when finished, click APPLY COMMENTS. The comments can be reviewed by the Approver, the NSSC HR office and the NSSC Payroll office



- **4.** The employee and the selected individual to provide recommendation will receive an email notification that the request has been submitted and is pending recommendation
- **5.** After the request has been submitted, the employee (or Initiator) can review the status of the request from the employee Leave Balance page, click on the link to List Pending Leave Form Requests



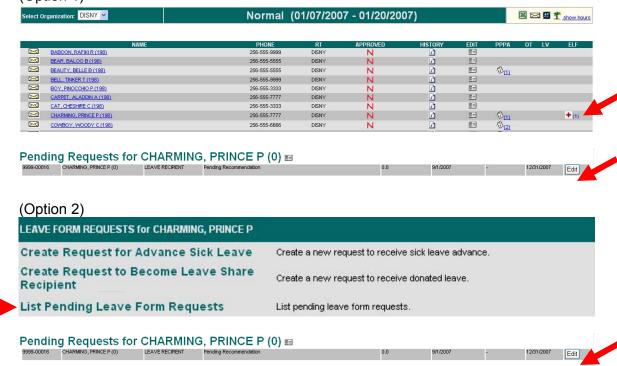
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6. Locate the request to review, and click the EDIT button to enter the request. The status column will display the current status of the request.



Approval Recommendation Procedure:

1. There are two locations to access the request: Option 1) From the List Timesheets page, locate employee with the pending request. Click the pending request icon to go into the request or Options 2) from the employee Leave Balance page, click on the link to List Pending Leave Form Requests. Locate the request to review, and click the EDIT button to enter the request (Option 1)



7. Review the details of the request, including the justification. If necessary, the request can be modified by the individual providing recommendation. To recommend approval, click the APPROVAL RECOMMENDED button (no comment or justification is necessary for approval). Employee will receive an email notification of recommended approval, however, the request will route to the NSSC HR office for final approval or disapproval



8. Review the details of the request, including the justification. By recommending approval, you are certifying that you have reviewed the medical documentation

associated with this request. If necessary, the request can be modified by the individual providing recommendation. For disapproval, click the DISAPPROVAL RECOMMENDED button (a comment/justification is required for disapproval). Employee will receive an email notification of recommended disapproval, however, the request will route to the NSSC HR office for final approval or disapproval

9. After request is recommended for approval, the request can be withdrawn or comments can be applied to the request. To apply comments, type within the Comments section of the request; when finished, click APPLY COMMENTS. The comments can be reviewed by the Approver, the NSSC HR office and the NSSC Payroll office

Result:

The Advance Sick Leave Request and Recommending Approval Process have been completed. The request is now routed to the NSSC HR office for review and final approval/disapproval. The employee will be notified of approval or disapproval via email.

Upon approval, the request will be processed in the payroll system.

Special Considerations:

Historical requests can be viewed by clicking on the historical requests link on the leave balance page.

The status of the request can be the following:

- 1. Initiated Request process has begun
- 2. Editing Request is in the process of being modified
- 3. Pending Recommendation Request is pending organizational approval
- 4. Pending Final Approval by NSSC HR Request has been recommended for approval and is pending review and acceptance/rejection by the NSSC HR
- 5. Pending Final Approval by NSSC Payroll Office Leave donation requests that have been submitted and are pending
- Pending donation set-up/validation in payroll system by NSSC Payroll Office -Leave donation requests that have been approved and are pending payroll processing
- 7. Pending Set-Up in Payroll System by NSSC Payroll Office Request has been approved by the NSSC HR and is pending payroll processing
- 8. Pending Configuration in Payroll System Request has been approved by the NSSC HR and is pending payroll processing
- 9. Pending Validation in Payroll system by NSSC Payroll Office Request is pending NSSC Payroll Office validation in the payroll system
- 10. Completed Processing Request has been validated in the payroll system and process is complete
- 11. Request Withdrawn Request has been withdrawn and will not be processed
- 12. Request Disapproved Request has been disapproved by the NSSC HR office and will not be processed

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Medical documentation must be faxed to the NSSC HR office to complete this request and approval process. NSSC fax number is (866) 779-6772. For assistance, call the NSSC Customer Contact Center at (877) 677-2123.

This request may be withdrawn at anytime during the process prior to NSSC HR approval or disapproval.